

JOB DESCRIPTION

JOB TITLE: ESOL Instructor for Haitian Parent Engagement Program
PROGRAM: ABCD Mattapan Family Service Center
REPORTS TO: ESOL Program Coordinator

General Responsibilities:

The ESOL Instructor is responsible for providing ESOL instruction to Haitian immigrant parents. They will conduct educational activities at the Mattahunt Community Center to enhance students' ability to acquire the English language and engage with their children's education. This position is for two classes- beginning and intermediate.

Specific Responsibilities:

- Use and adapt English for New Bostonian's English for Parents and Caregivers curriculum with the goal of having students both improve English and become more involved in their children's education.
- Develop grammar and vocabulary lessons to correspond with the content based curriculum.
- Analyze the needs of learners through formal and informal assessments.
- Provide classroom instruction in ESOL.
- Maintain attendance and case notes of students' progress.
- Enforce program policies.
- Participate in professional development activities including quarterly meetings with English for New Bostonians.
- Maintain communication with other staff about students to help them reach their goals and get other needed support.
- Complete other duties as assigned.

Qualifications:

- Minimum of Bachelors degree or equivalent in Teaching English as a Second Language, Linguistics, Education, or related field.
- Related course work in Second Language acquisition, ESOL certification, or professional development in the field preferred.
- Knowledge of current theories and principles of Second Language acquisition.
- At least one year experience working with adult learners and teaching ESOL.
- Experience working with immigrant communities.
- Excellent oral and written communication skills.
- Bilingual in Haitian Creole a plus.
- Certification in Best Plus testing a plus.

PART TIME POSITION –24 hours per week, mornings/early afternoons. Days and times flexible. Position is temporary until June 2017.

Please forward all questions, resumes, and cover letters to:

Riva Pearson-Mattapan Family Service Center
535 River Street

Mattapan, MA 02126
riva.pearson@bostonabcd.org
617-298-2045 x 233